

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3065

Technology Use by the Public

Adopted: August 13, 2002

Reviewed/Revised: July 17, 2007; March 17, 2009; August 20, 2013*; September 16, 2014; January 19, 2016, May 16, 2017

*Name changed from Computer Use by the Public

ARTICLE 1. INTRODUCTION

In response to advances in technology and the changing needs of its residents, the Warren-Newport Public Library District (WNPLD) endeavors to develop collections and services that meet the informational, recreational, and educational needs of its community. It is within this context that WNPLD offers access to technology. In accordance with Illinois Library Association best practices (*Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*), this policy will be reviewed annually by the WNPLD Board of Trustees.

ARTICLE 2. GENERAL RULES GOVERNING TECHNOLOGY AND INTERNET USE

Section 2.01 Users

WNPLD reserves the right to limit, refuse, and/or ban any patron from using WNPLD technology. Illinois residents who have a library card from another public library are encouraged to register their card with WNPLD. Illinois residents without library cards or visitors from outside Illinois may use WNPLD computers after obtaining permission from appropriate WNPLD staff. The granting or withholding of such permission is solely at the discretion of WNPLD staff.

Section 2.02 Time Limits

WNPLD reserves the right to limit the amount of time an individual can use library technology.

Section 2.03 Behavioral Expectations

Users must comply with all applicable federal, state, and local laws, including laws governing the transmission and dissemination of information via the Internet. Users shall not use WNPLD technology to engage in any of the following activities:

- make unauthorized entry into any computational, informational, or communication services or resources;
- distribute unsolicited advertising;
- invade the privacy of others;
- make any attempt to damage library technology;
- engage in any activity that is harassing or defamatory;

- use the Internet for any illegal activity, including the violation of copyright or other rights of third parties, or in a manner inconsistent with the WNPLD's tax-exempt status or its proper operation;
- "hack" or attempt to gain unauthorized access to any network technology or system; or
- behave in a manner that is disruptive to others or otherwise in violation of the WNPLD Policy 3060 Standards of Public Conduct.

Section 2.04 Wireless Internet Access

- Staff members are not allowed to install, configure, or make changes to any patron technology.
- WNPLD assumes no responsibility for any alterations or interference with any technology's configuration, operation, or data files resulting from connection to WNPLD's wireless network.
- Anti-virus software and security protection are the responsibility of the patron using any personal technologies while connecting to the wireless system.
- WNPLD assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files, or other personal property brought into or used at the WNPLD campus.
- WNPLD cannot guarantee that wireless Internet access will be available at any specific time, and WNPLD cannot accept reservations for wireless Internet access.
- WNPLD cannot guarantee upload or download speed.

Section 2.05 Revocation of Access Privileges

Violations of the rules governing use of technology in the Warren-Newport Public Library (WNPL) may result in a loss of access. Unlawful activities will be dealt with in an appropriate manner.

ARTICLE 3. PUBLIC USE OF THE INTERNET

Section 3.01 Choosing and Evaluating Sources on the Internet

The Internet offers access to many valuable local, national, and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Library patrons use the Internet at their own risk and are responsible for evaluating the validity and appropriateness of information they find.

Links to sources on the WNPLD website are chosen in accordance with WNPLD Policy 3015 Materials Selection. WNPLD is not responsible for the content of the Internet, for changes in content of the sources to which the WNPLD website links, or for the content of the sources accessed through secondary links. In an effort to assist its users, WNPLD has created websites for the general population, for adults, for teens, and for children to help guide them to sources that are accurate, complete, and current and that provide them with a range of information on the local, national, and global level. In addition, WNPLD provides training for members of the public to assist them in using the Internet in a safe, effective, and efficient manner.

Section 3.02 Internet Access by Minors

Parents and legal guardians must assume responsibility for deciding which WNPLD resources are appropriate for their own children. Parents and guardians should guide their children in the use of the Internet and inform them about materials they should not use. While WNPLD affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and

determine their children's access to WNPLD materials and resources, including those available through the Internet, WNPLD has taken the following measures to assist in the safe and effective use of these resources by all minors:

- WNPLD filters the children's and teens' computers. Parents and guardians should be aware that filtering software does not detect all objectionable websites.
- WNPLD develops and maintains special websites for children and teens.
- WNPLD provides educational assistance to minors.

Section 3.03 Public Users' Security

WNPLD will not release information on the use of specific Internet resources by members of the public except as required by law. However, users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities.

Section 3.04 No Expectation of Privacy

WNPL is a public place, and WNPLD cannot ensure a user's privacy while accessing the Internet via WNPLD computers or wireless system. Patrons are cautioned that public Internet service does not secure or otherwise isolate individual Internet sessions and is not recommended for access to sensitive information including bank accounts and health records. WNPLD assumes no liability in the event that patron's private data is accessed by a third party while using WNPLD technologies.

Section 3.05 Indemnity

Users of WNPLD technologies shall defend, indemnify, and hold harmless WNPLD, its officers, Trustees, employees, and agents against all claims, actions, and judgements based upon or arising out of users use of WNPLD technologies.

ARTICLE 4. STAFF ASSISTANCE

Section 4.01 Technology Assistance

WNPLD staff provides basic assistance on library technology. The staff may direct the user to appropriate resources for advanced assistance.

Section 4.02 User Accounts

WNPLD staff will not access a user's personal accounts on the user's behalf.

Section 4.03 Software Installation

WNPLD staff will not install supplementary software in immediate response to a patron request.

ARTICLE 5. RELATIONSHIP TO OTHER WNPLD POLICIES

WNPLD Policy 3065 Technology Use by the Public is part of the overall policy structure of WNPLD and will be interpreted with other existing policies. Copies of all WNPLD policies are on the WNPLD website and are available upon request from WNPLD staff members.